

CONVENTION CENTER MANAGER

Class Definition

Under general direction, plans, organizes, and directs the day-to-day operations and functions of the Convention Center Department.

Distinguishing Characteristics

The Convention Center Manager exercises considerable independent judgment directing the activities of the Administration and Operations Divisions. These divisions provide event booking and coordinating services, box office facilities and services, marketing and administration support, event coordination, building and mechanical repairs, and preventative maintenance to the facilities. This class differs from Convention Center Director in that the latter is responsible for the overall operations and functions of the Convention Center Department, including facility development. This is an unclassified position in which the incumbent serves at the will of the Convention Center Director.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Plans, organizes, and directs the activities of the Administration and Operations Divisions.

Coordinates pre-use planning between promoters of events, Convention Center staff, concessionaires, contractors, vendors, and other City departments; negotiates rental agreements, issues permits, and enforces pertinent regulations and agreements.

Assists the Convention Center Director in planning for future utilization of the facilities of the Center.

Oversees all services to be supplied to clients, including space, equipment, and work force needs.

Oversees the marketing/sales/advertising functions of the Convention Center Department.

Evaluates effectiveness of operations and functions; recommends and installs improvements as necessary to ensure high marketability of the facilities.

Oversees selection, training and evaluation of department staff.

Acts as labor relations liaison with representatives of the various department bargaining groups.

Oversees preparation and control of the department budget.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of public and/or private theatrical or convention facilities, and their utilization by potential users.

Knowledge of modern convention center event scheduling, coordination, staging, and operation.

Knowledge of rules and regulations and municipal codes pertaining to public assembly and safety.

Knowledge of modern management techniques and budgetary procedures.

Knowledge of marketing and sales concepts in the convention/entertainment industry.

Ability to deal tactfully with staff members and potential and actual users of the facilities.

Ability to supervise the work of the subordinate staff.

Ability to plan the preparation involved in a variety of uses of the Center facilities, including scheduling a wide range of activities.

Ability to communicate effectively both orally and in writing.

Ability to prepare clear and concise oral and written reports.

Ability to establish and maintain good working relationships with employees, customers and the public.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree with major course work in business administration, public administration, or related field; and five years of administrative experience in a large entertainment or public use facility, which included, or is supplemented by, two years of supervisory experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____

Director of Administrative Services

DATE: _____